

MOSES UWAMUNORIA OJIE

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PROJECT COORDINATOR - CONSTRUCTION MANAGEMENT

Project Coordination • Stakeholder Management • Quality Control
Open to relocation across Canada. Available immediately.

PROFESSIONAL SUMMARY

Construction professional with 7+ years of experience in project coordination, site supervision, and construction management across institutional and multi-unit residential projects. Proven track record in managing multiple concurrent projects, maintaining comprehensive documentation, and collaborating effectively with clients, consultants, and construction teams. Skilled in interpreting construction drawings, implementing quality control standards, and ensuring compliance with building codes and project specifications.

CORE COMPETENCIES

Project Management & Coordination

- Project planning, scheduling, and resource management across multiple projects
- Contract administration support, including progress claims and budget tracking
- Value engineering participation and implementation

Technical Construction Expertise

- Construction drawing interpretation and specification analysis
- Cost estimation, scheduling, and material takeoffs
- Building code compliance and construction standards application

Stakeholder Communication & Leadership

- Client and consultant coordination with proven relationship management
- Team leadership and cross-functional collaboration
- Effective communication with diverse stakeholder groups

Quality Control & Safety Management

- Comprehensive project documentation and reporting systems
- Safety program establishment and hazard identification
- Site inspection protocols and regulatory compliance

TECHNICAL SKILLS

- **Software:** Procore, MS Project, Excel, AutoCAD
Construction: Blueprint reading, cost estimation, scheduling, material takeoffs
Safety: WHMIS, Fall Arrest Protection, First Aid/CPR, Telehandler/Scissor Lift Operation
 - **Certifications:** PMP Certification (In Progress), Wastewater Certification (In Progress), Associate Member of ITP PEI CET (In Progress)
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PROFESSIONAL EXPERIENCE

Project Coordinator and Site Supervisor

Rytek Construction, Charlottetown, PE | June 2024 - Present

- Coordinate multiple demolition and construction projects simultaneously, managing schedules, material procurement, and subcontractor relationships to meet project deadlines and budgets.
- Maintain comprehensive project documentation, including daily progress reports, safety logs, and quality control checklists, ensuring regulatory compliance and client satisfaction.
- Serve as primary liaison between property owners, subcontractors, and regulatory inspectors, effectively communicating project status and resolving technical issues.
- Lead project teams of 5-8 personnel, providing technical guidance and enforcing safety protocols

Carpenter and Site Coordination Support

Ridgeline Construction Ltd., Charlottetown, PE | September 2023 - October 2024

- Contributed to 15% improvement in project delivery times through enhanced scheduling and materials management
- Conducted on-site quality control inspections, ensuring compliance with building codes and project specifications
- Collaborated with site supervisors, subcontractors, and suppliers to maintain project schedules and resolve technical challenges

Site Supervisor and Building Inspector

WillyBentos Associates Ltd, Lagos Island, Nigeria | 2017 - 2023

- Managed project coordination for institutional and multi-unit residential construction projects, overseeing schedules, budget tracking, and comprehensive progress reporting

- Performed building inspections and quality control assessments, maintained detailed documentation, and ensured compliance with building codes and project specifications
- Built strong working relationships with clients, consultants, and construction teams, actively participating in value engineering and contract administration activities
- Prepared cost estimates and construction schedules for multi-phase projects, proactively identifying potential issues and implementing solutions to maintain project timelines.

EDUCATION

Diploma in Construction Technology Management

Holland College, Charlottetown, PE | September 2023 - May 2025

Higher National Diploma in Building Technology

Auchi Polytechnic, Nigeria | 2017 - 2019

National Diploma in Building Technology

Auchi Polytechnic, Nigeria | 2014 - 2016

REFERENCES

Ted Walsh | Project Manager, Brighton Construction

902 218 4440 | Twalsh@brightonconstruction.ca

Josh Silver | Lead Learning Manager, Heritage Carpentry, Holland College

902 566 9313 | Jlsilver@hollandcollege.com

Mike Irwin | Project Manager, Brighton Construction

902 394 1270 | Mirwin@brightonconstruction.ca

Chase Shurman | Red Seal Site Supervisor, Ridgeline Construction

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